



US Army Corps
of Engineers

Construction Bulletin

No. 95-6 Issuing Office: CEMP-CP Issue Date: 2/23/95 Exp. Date: 31 DEC 97

CEMP-C

Subject: Training Requirements for Administration of Cost
Reimbursement Type Contracts for HTRW Projects

Applicability: GUIDANCE

1. The purpose of this Construction bulletin is to strongly encourage specific training requirements for construction personnel involved in the administration of cost reimbursement type contracts for HTRW projects.

2. As a minimum, construction personnel involved in the day-to-day management/administration of cost reimbursement type contracts, particularly those in key positions such as area/resident/project engineer, should receive the following training/assistance:

a. Successful completion of the 40-hour PROSPECT training course on Cost Reimbursement Construction Contracts.

b. Attendance at 3-4 day workshop on Total Environmental Restoration Contract (TERC) delivery order administration.

c. Support from other experienced construction personnel at the start of a cost reimbursement type contract to assist in establishing the necessary procedures and a system for cost control. This requirement is applicable when the field office staff has no prior experience in administering cost reimbursement type contracts.

2. The requirement of paragraph 2b applies to construction personnel who are presently, or will be in the near future, managing TERC delivery orders. For your information, the HTRW MCX at MRD will be offering a 3-4 day workshop (free of tuition) through the Logistic Management Institute (LMI) on TERC delivery order administration. If you need to attend this workshop, provide your name and a means for contacting you to CEMP-CP. This information will be used to survey the number of prospective trainees.

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3. It is suggested that the training/assistance required by paragraphs 2b and 2c be coordinated with the HTRW/TERC design district. This will achieve uniformity in procedures and will facilitate the design district dealings with multiple geographical districts/field offices.

4. I would like to reemphasize the importance of the early involvement of construction personnel (particularly from the field office that will be administering the construction contract). Construction personnel need to be familiar with the requirement of ER 5-7-1 that establishes the extent of their involvement in pre-construction activities. Each Project Management Plan that is developed in accordance with ER 5-7-1 must address construction personnel training requirements and the required support which is necessary for the effective administration of the construction contract.

5. This Construction Bulletin was coordinated with the following HQUSACE organizations: Environmental Restoration Division (CEMP-RT); Office of the Chief Counsel (CECC-C); and Directorate of Human Resources (CEHR-D).



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